VOICE CONNECT

INTEGRATED COMMUNICATION SPECIALISTS

VCSMS
Bulk Preset
User Guide

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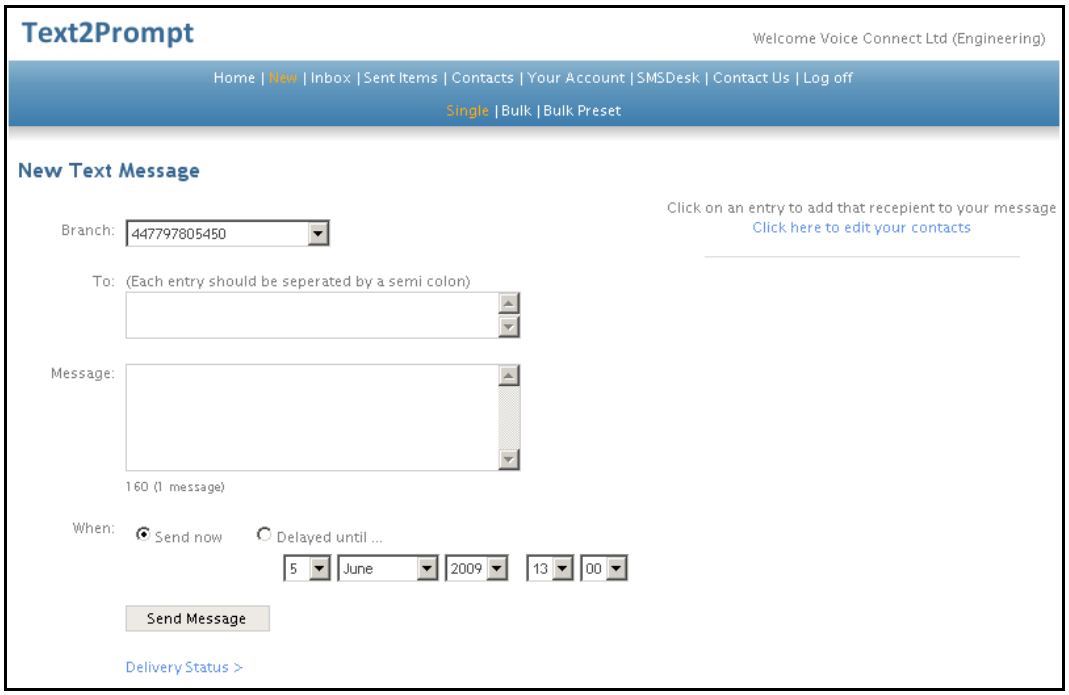
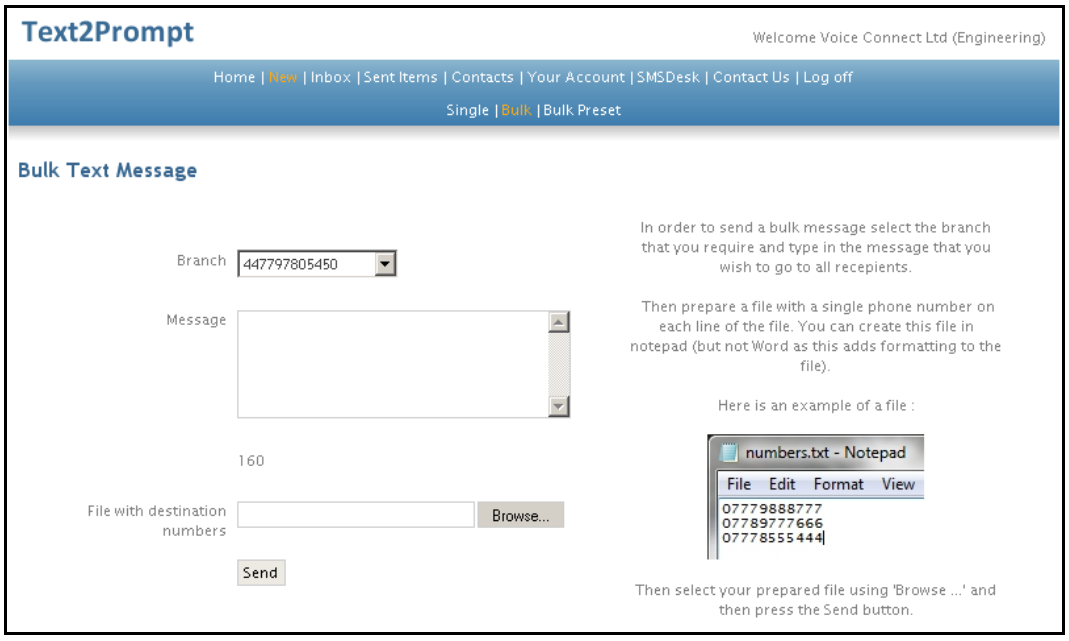
1 Introduction

The **www.vcsms.co.uk** website provides the following three types of SMS text message facility.

(1) **Single** message to one or more recipients. This is the default SMS text message facility that the website presents to you as you log in. It looks and operates like email, except that you specify phone numbers rather than email addresses. You can specify more than one phone number for a message, to send the message to more than one recipient.



(2) **Bulk** message to many recipients. This is similar to the **Single** message facility except that you do not specify the recipients' mobile phone numbers with the message. Instead, you create a text file that contains all the recipients' mobile phone numbers, with each number on a separate line. You can create this with a text editor such as Microsoft Windows Notepad. The website displays an example of such a text file.



(3) **Bulk Preset** messages to many recipients. See the following Section 2 (Page 4).

2 Bulk Preset (SMS text message facility)

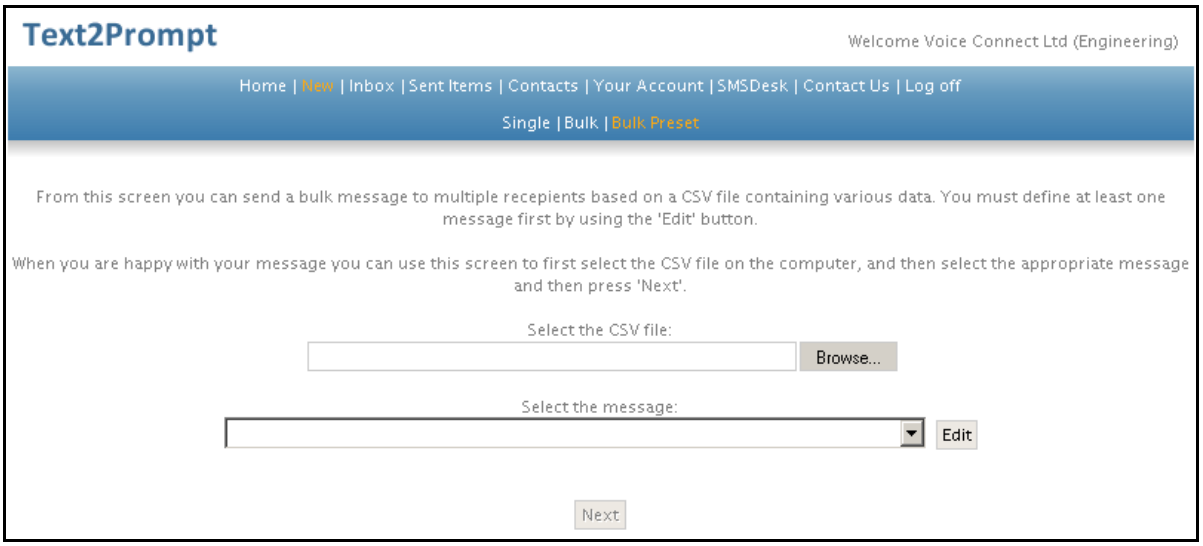
This is similar to the **Bulk** message facility, but enables you to personalise each message with, for example, the recipient's name. It operates in a similar manner to the mail-shot / mail-merge facility of a word processor application such as Microsoft Word. You first create a template message and a Comma Separated Values (CSV) text file that includes mobile phone numbers and other associated information such as the recipients' names. You then merge the two to create a set of similar but personalised SMS text messages. The easiest way to create a CSV file is to create a list in a spreadsheet application such as Microsoft Excel and then export it as a CSV file. The following are examples of a template message and an associated Excel file. In the template message %2, %3, %4 and %5 are replaced by the values in the second, third, fourth and fifth columns of the CSV text file. %1 is replaced by the value in the first column, which is the telephone number to which the SMS Gateway (the VCSMS website) sends the message.

Hello %2. Your driving practical test will be at %3 on %4 at %5. Please arrive at least 15 minutes before it starts.

Mobile	***Name***	***Venue***	***Date***	***Time***
07777111111	*Johann Strauss*	*Newtown North*	*Monday 8 June 2009*	*9:00am*
07777222222	*Johannes Brahms*	*Newtown South*	*Tuesday 9 June 2009*	*10:00am*
07777333333	*Franz Liszt*	*Newtown West*	*Wednesday 10 June 2009*	*11:00am*
07777444444	*Robert Schumann*	*Newtown East*	*Thursday 11 June 2009*	*2:00pm*
07777555555	*Gustav Mahler*	*Newtown Central*	*Friday 12 June 2009*	*3:00pm*

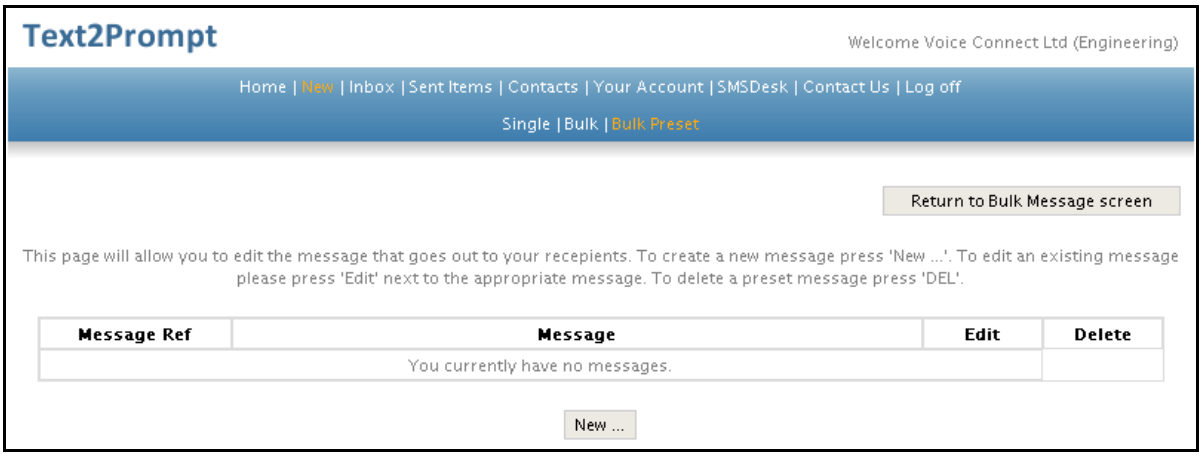
Do the following procedure.

(1) Select **Bulk Preset**. The VCSMS website displays the following view.



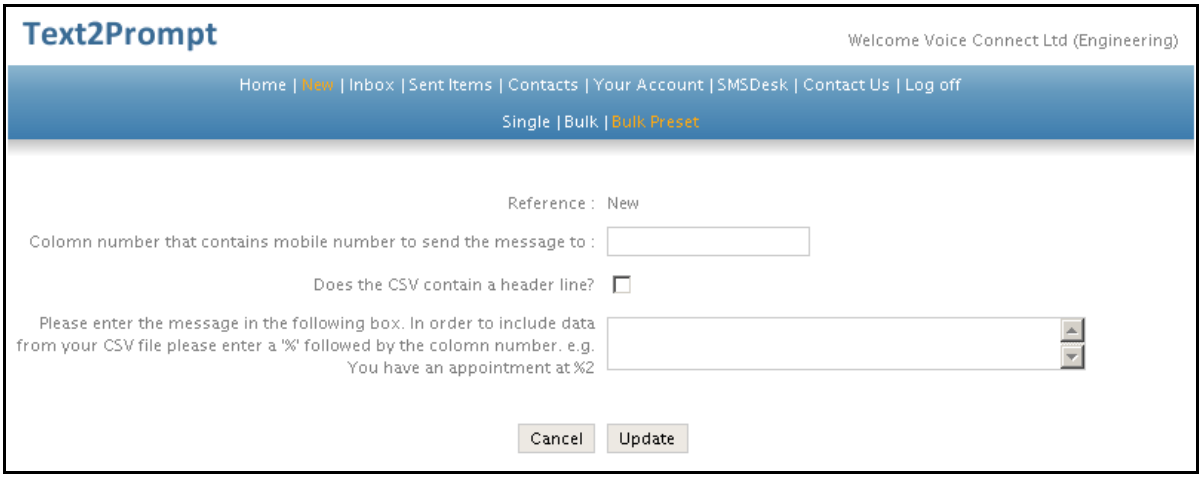
(2) Click the **Edit** button.

(3) The VCSMS website displays the following view.

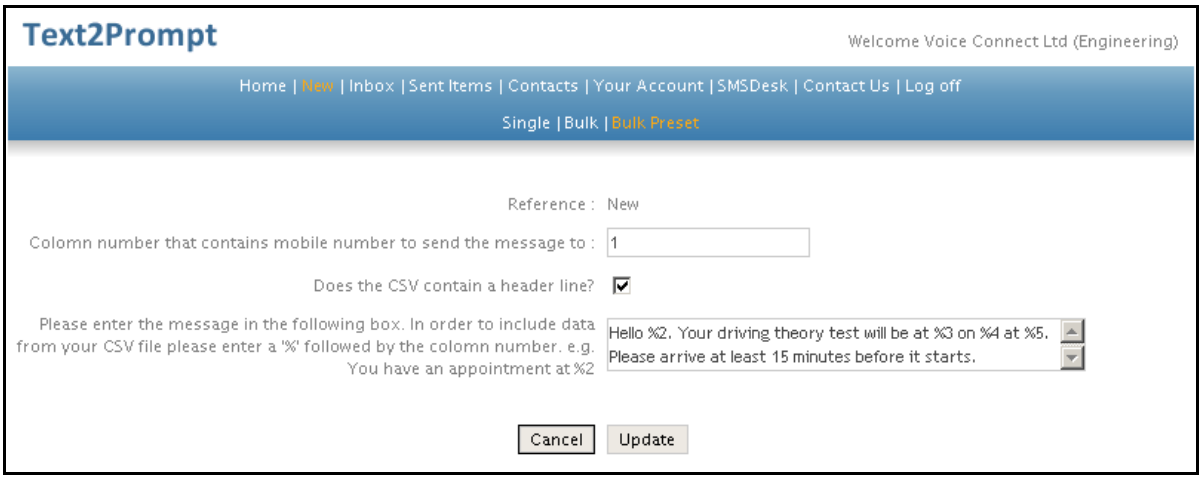


(4) Click the **New** button.

(5) The VCSMS website displays the following view.

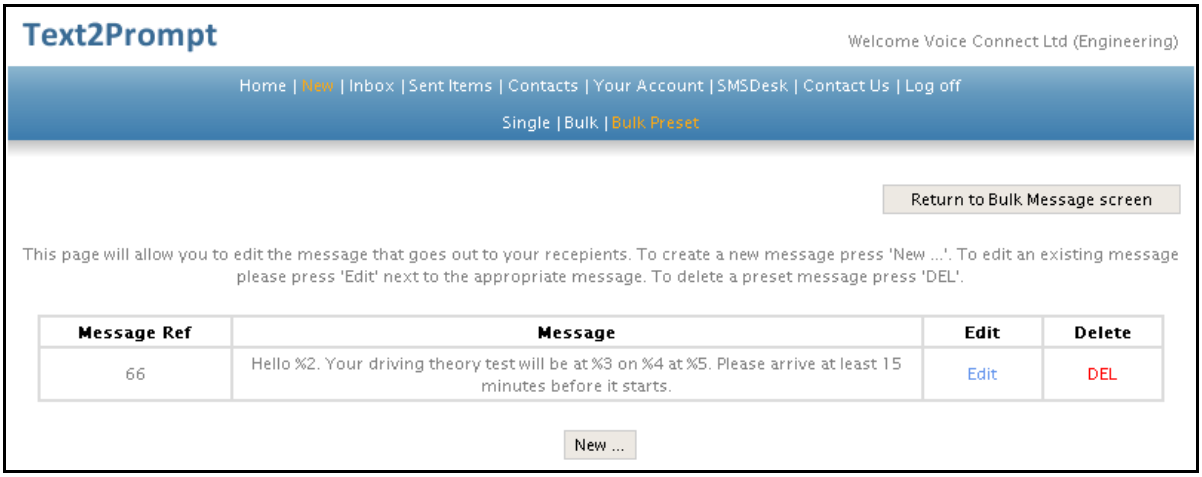


(6) Key in the details of the message (template) as described on screen. Click in the **Does the CSV contain a header line?** check box, so that it contains a tick, if there is a header line with column titles as shown in the example at the beginning of Section 2 (Page 4).

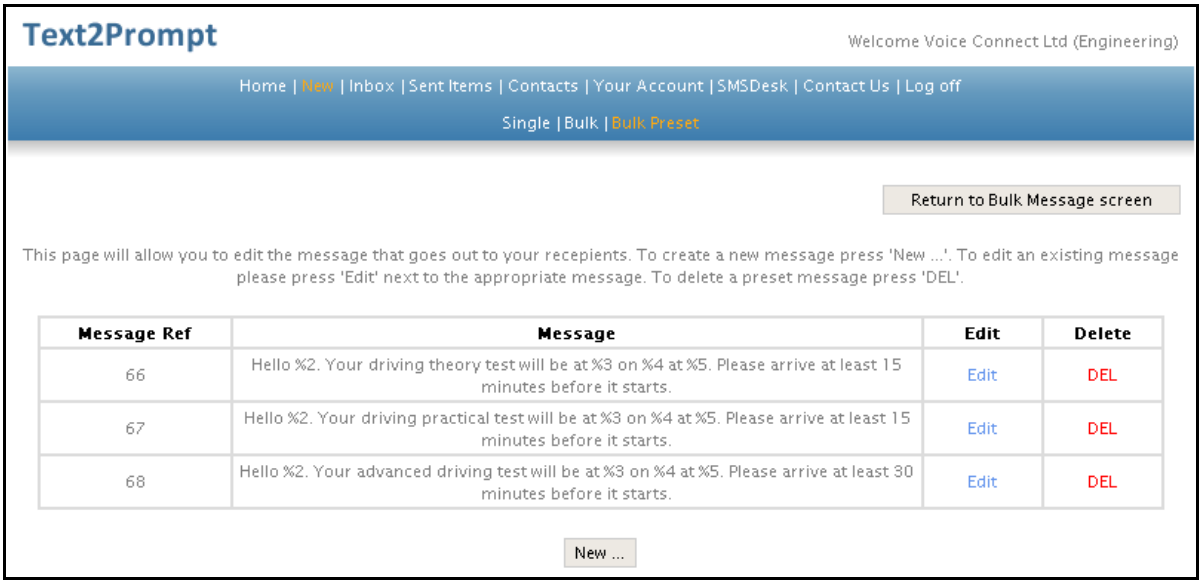


(7) Click the **Update** button.

(8) The VCSMS website displays the following view.

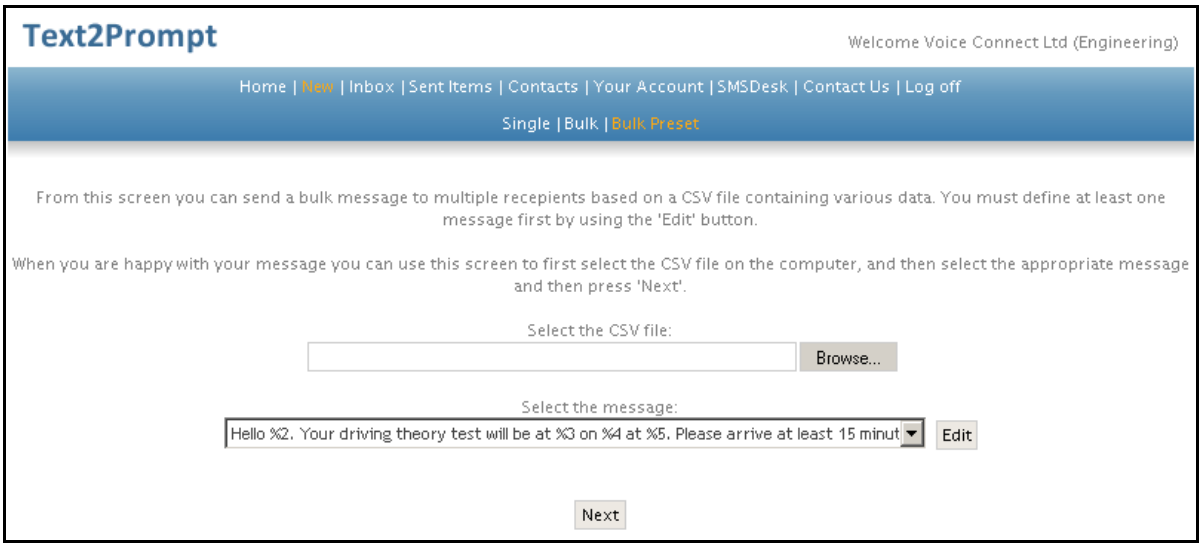


(9) Repeat Steps (4) to (8) as required.

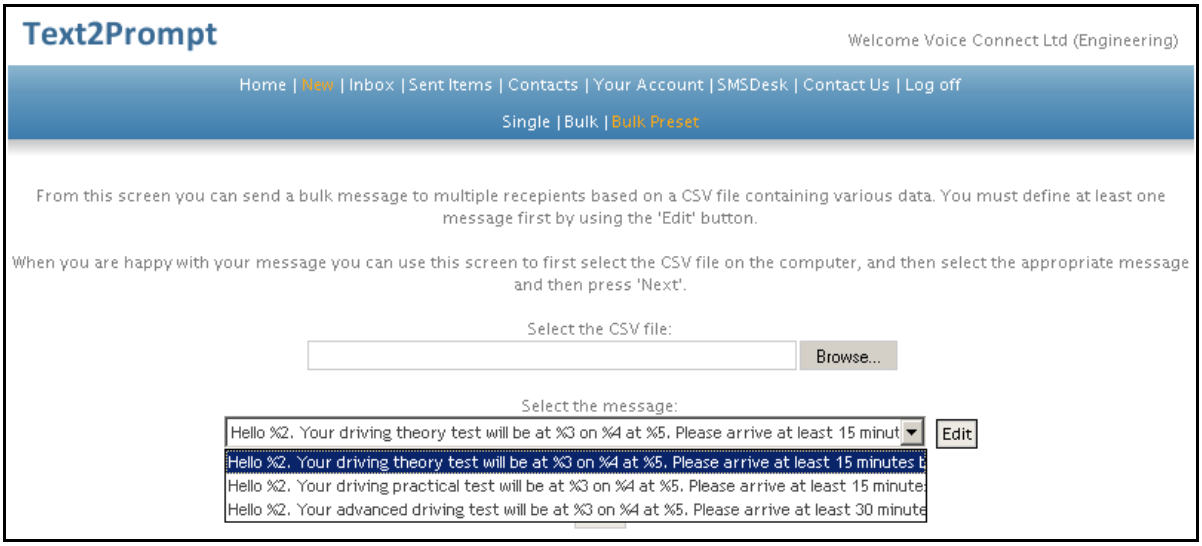


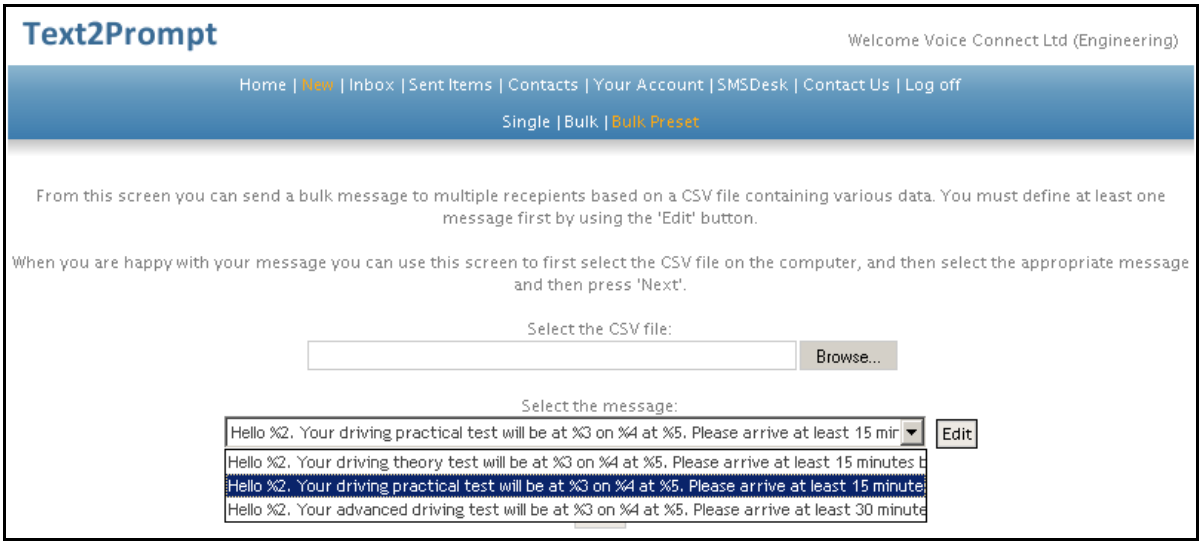
(10) Click the **Return to Bulk Messaging screen** button.

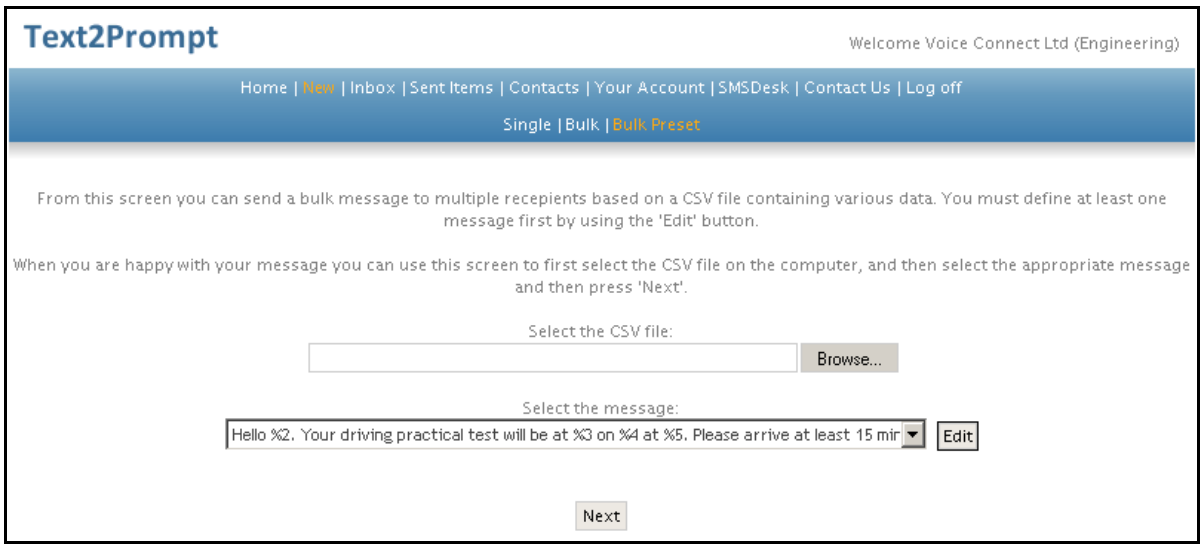
(11) The VCSMS website displays the **Bulk Preset** view again.



(12) Click the pull down menu button, to the left of the **Edit** button and select the appropriate message.

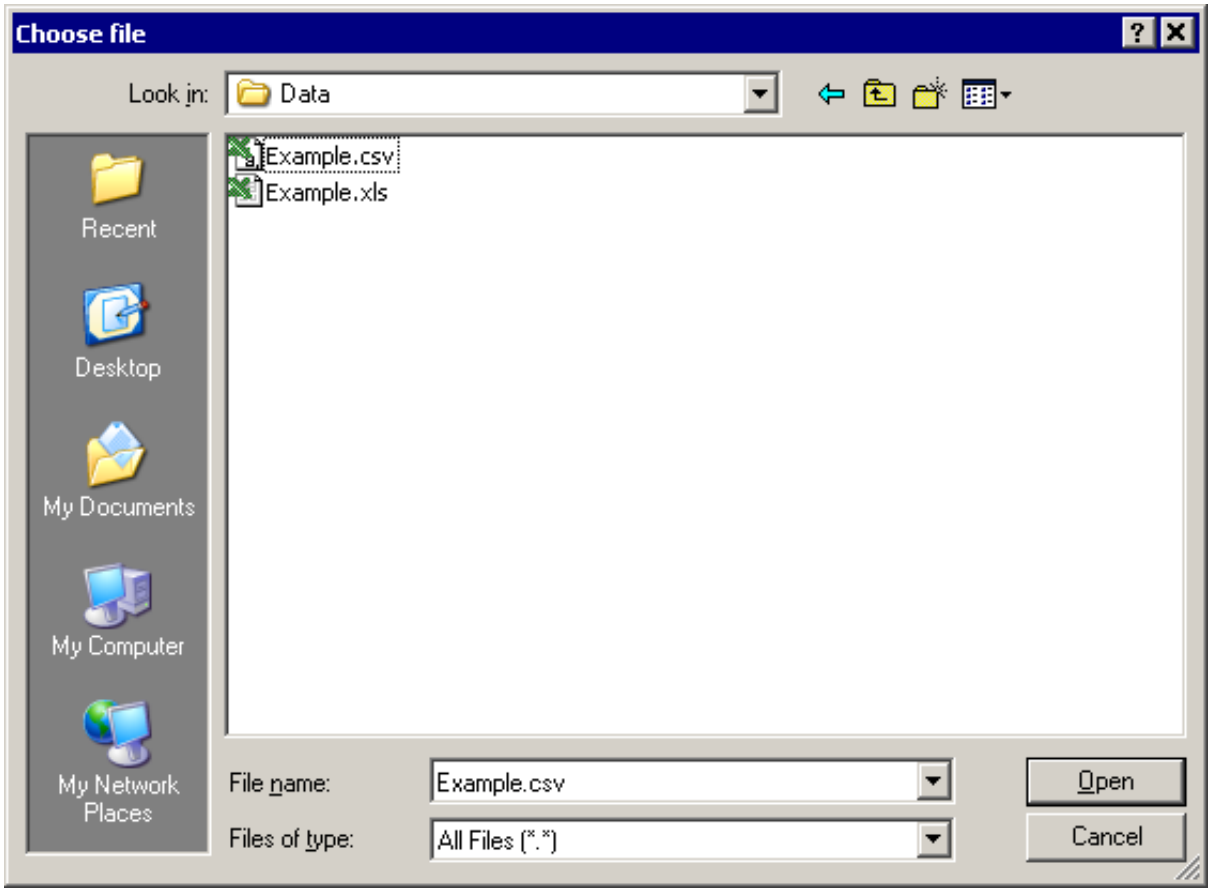




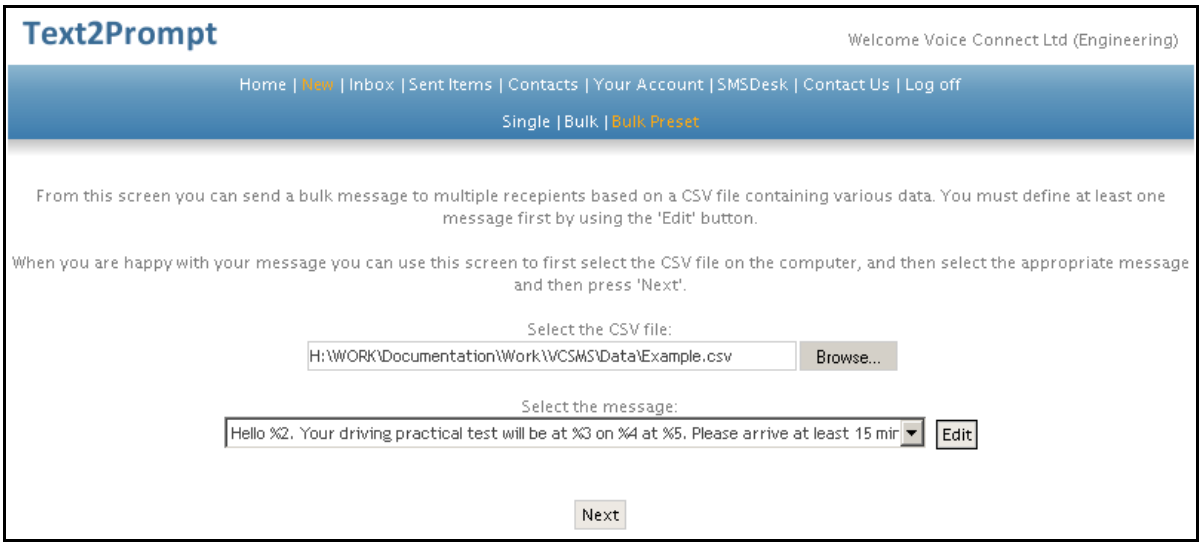


(13) Click the **Browse** button.

(14) The VCSMS website displays the following **Choose file** browser window. Select a CSV file and click the **Open** button.

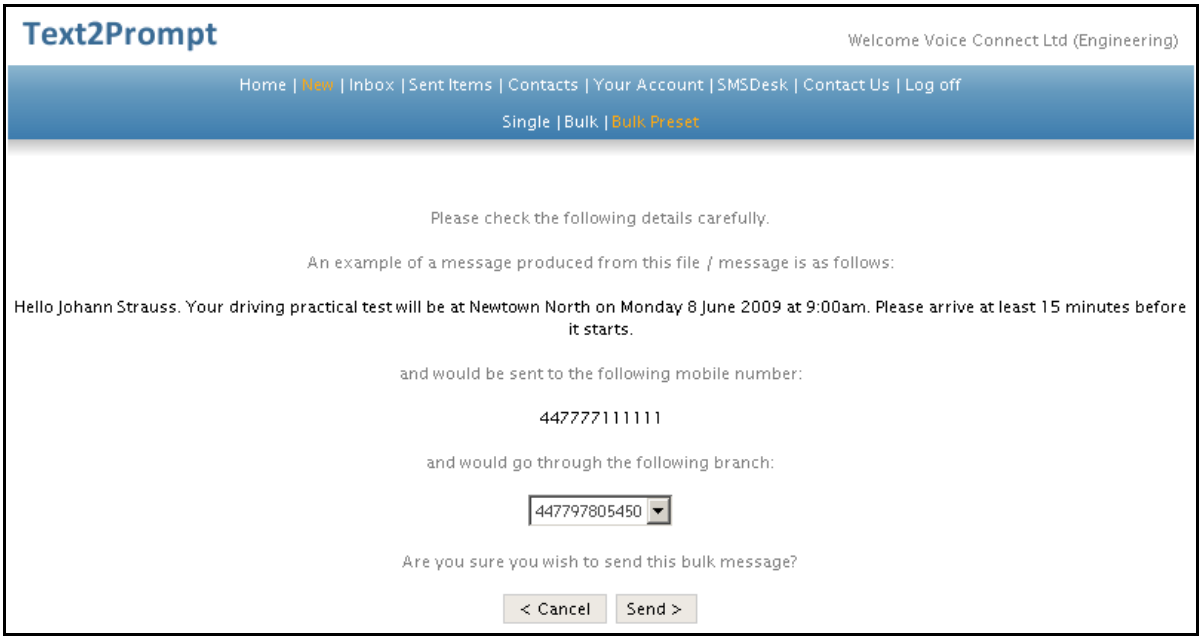


(15) The VCSMS website displays the **Bulk Preset** view, now showing the selected CSV file.

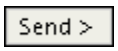


(16) Click the **Next** button.

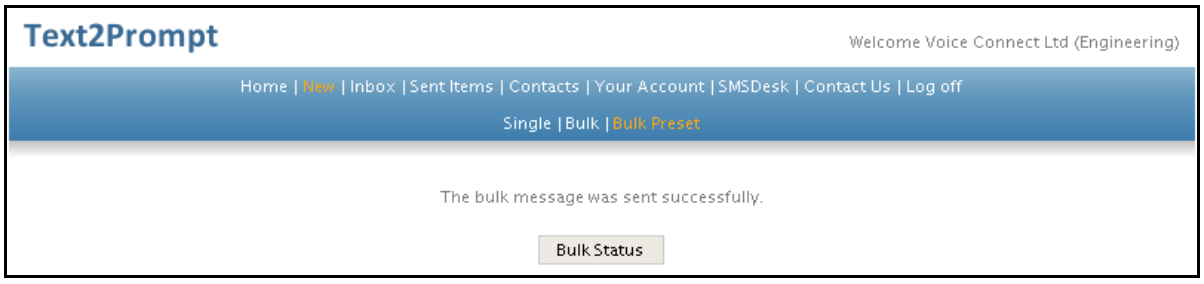
(17) The VCSMS website displays the following view, which shows the first text message as an example. This is so that you can check that the template message and the CSV file correctly merge, to produce the messages that you require.



(18) Click the **Send >** button.

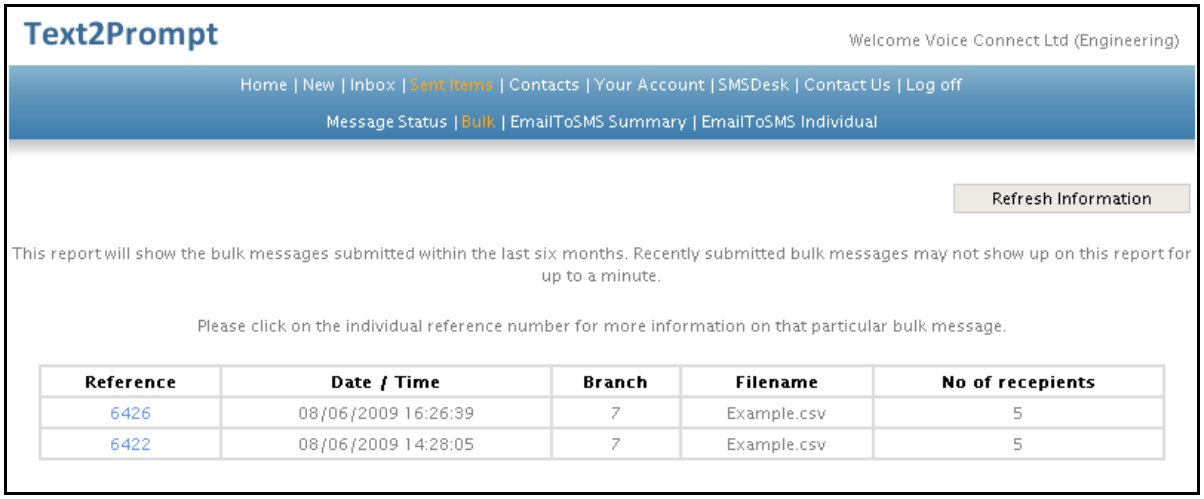


(19) The VCSMS website displays the following view.



(20) Click the **Bulk Status** button.

(21) The VCSMS website displays a view similar to the following, which shows a summary of the bulk messages you have sent.



(22) If it does not display the latest bulk message, wait a minute and click the **Refresh Information** button.